



BID SOLICITATION

Page 1 of 11
Printed: 2/23/2005

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BUYER: NANCY MCINTYRE
PHONE #: (401) 222 - 2142 ext. 126
BLANKET PERIOD: 4/1/2005 - 3/31/2008

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HUMAN SERVICES
DHS FINANCIAL MANAGEMENT
LP BLDG #57, 3RD FLOOR
600 NEW LONDON AVE
CRANSTON RI 02920

BID NUMBER: B04807

TITLE: SHREDDING SERVICES

BID OPENING DATE AND TIME:

03/15/2005 1:40 PM

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HUMAN SERVICES
DHS MAIN OFFICE
LOUIS PASTEUR BLDG
57 HOWARD AVE
CRANSTON RI 02920

Requisition Number(s): R69A056714

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 4/01/05 - 3/31/08				

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	<p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	<p>AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.</p> <p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD:</p> <p>* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER.</p> <p>* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION.</p> <p>* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.</p> <p>* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.</p> <p>* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>PROVIDE DOCUMENT DESTRUCTION SERVICES, AS SUCH, PLACE VARIOUS SIZE SECURITY CONTAINERS IN TWELVE OF THE STATE OF RHODE ISLAND-DEPARTMENT OF HUMAN SERVICES (DHS) LOCATIONS. THE CONTAINERS WILL STORE CONFIDENTIAL MATERIAL SECURELY AND MUST BE LOCKED AND SLOTTED. MONTHLY OR EVERY OTHER WEEK BASIS CONTAINERS MUST BE SERVICED WITH ON-SITE DESTRUCTION SERVICE OR OFF-SITE DESTRUCTION SERVICE AS DIRECTED BY DHS.</p> <p>FOR NON-SCHEDULED DESTRUCTION SERVICE, VENDOR MUST BE ABLE TO RESPOND WITHIN 48-HOURS OF REQUEST.</p> <p>SECURITY CONTAINERS ARE TO BE COLLECTED BY UNIFORMED SECURITY PROFESSIONALS (BONDED DRIVERS).</p> <p>OFF-SITE SHREDDING OF DHS SENSITIVE MATERIAL MUST BE PROCESSED WITHIN 24 HOURS.</p> <p>ON-SITE SHREDDING PROCEDURES OF CONFIDENTIAL MATERIAL MUST INCLUDE THE FOLLOWING INTERNAL REVENUE SERVICE REQUIREMENTS:</p> <ol style="list-style-type: none">1. MATERIAL WILL BE SHREDDED TO THE INDUSTRY STANDARD OF 1/2" STRIP.2. AN AGENCY REPRESENTATIVE WILL WITNESS THE DESTRUCTION OF CONFIDENTIAL MATERIAL. <p>COMPANY MUST ISSUE A CERTIFICATE OF DESTRUCTION FOR ALL MATERIAL PROCESSED.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	VENDOR MUST BE ABLE TO PROVIDE BOTH ON-SITE AND OFF-SITE SHREDDING SERVICES. NO RENTAL FEE FOR CONTAINERS. BID A PRICE PER PICK UP FOR ON-SITE DESTRUCTION SERVICES BASED ON THE FOLLOWING CONTAINER SIZES/FREQUENCY OF PICK UP: ON-SITE FOR THE PERIOD 4/1/05 - 6/30/05: 926-77 1.0 90 GALLON CONTAINER ONCE PER MONTH 13.00 EA 926-77 2.0 65 GALLON CONTAINER ONCE PER MONTH 4.00 EA 926-77 3.0 35 GALLON CONTAINER ONCE PER MONTH 1.00 EA ON-SITE FOR THE PERIOD 7/1/05 - 6/30/06: 926-77 4.0 90 GALLON CONTAINER ONCE PER MONTH 13.00 EA				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
5.0	926-77 65 GALLON CONTAINER ONCE PER MONTH	4.00	EA		
6.0	926-77 35 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
	ON-SITE FOR THE PERIOD 7/1/06 - 6/30/07:				
7.0	926-77 90 GALLON CONTAINER ONCE PER MONTH	13.00	EA		
8.0	926-77 65 GALLON CONTAINER ONCE PER MONTH	4.00	EA		
9.0	926-77 35 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
	ON-SITE FOR THE PERIOD 7/1/07-3/31/08				
10.0	926-77 90 GALLON CONTAINER ONCE PER MONTH	10.00	EA		
11.0	926-77 65 GALLON CONTAINER ONCE PER MONTH	3.00	EA		
12.0	926-77 35 GALLON CONTAINER ONCE PER MONTH	1.00	EA		

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	BID A PRICE PER PICK UP FOR OFF-SITE DESTRUCTION SERVICES BASED ON THE FOLLOWING CONTAINER SIZES/FREQUENCY OF PICK UP:				
	OFF-SITE FOR THE PERIOD 4/1/05 - 6/30/05:				
13.0	926-77 90 GALLON CONTAINER ONCE PER MONTH	2.00	EA		
14.0	926-77 65 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
15.0	926-77 35 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
	OFF-SITE FOR THE PERIOD 7/1/05 - 6/30/06:				
16.0	926-77 90 GALLON CONTAINER ONCE PER MONTH	2.00	EA		
17.0	926-77 65 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
18.0	926-77 35 GALLON CONTAINER ONCE PER MONTH	1.00	EA		

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	OFF-SITE FOR THE PERIOD 7/1/06 - 6/30/07:				
19.0	926-77 90 GALLON CONTAINER ONCE PER MONTH	2.00	EA		
20.0	926-77 65 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
21.0	926-77 35 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
	OFF-SITE FOR THE PERIOD 7/1/07-3/31/08				
22.0	926-77 90 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
23.0	926-77 65 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
24.0	926-77 35 GALLON CONTAINER ONCE PER MONTH	1.00	EA		
	EQUIPMENT AND PICK UPS REQUIRED AT THE FOLLOWING DHS LOCATIONS:				

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	1. PROVIDENCE REG FAM CTR, 206 ELMWOOD AVE, PROV, 2-90 GAL SECURITY CONTAINERS, ONE TIME PER MONTH 2. PAWTUCKET WELFARE, 24 COMMERCE ST, PAWT, 2-90 GAL SECURITY CONTAINERS, ONE TIME PER MONTH 3. NORTHERN RI REG FAM CTR, 450 CLINTON ST, WOONSOCKET, 2-65 GAL SECURITY CONTAINER, ONE TIME PER MONTH 4. WARWICK WELFARE, 195 BOTTONWOODS AVE, WARW, 1-90 GAL SECURITY CONTAINER, ONE TIME PER MONTH 5. NEWPORT FAMILY CTR, 110 ENTERPRISE CTR, MIDDLETOWN, 1-65 GAL SECURITY CONTAINER, ONE TIME PER MONTH 6. NORTH KINGSTOWN WELFARE, 7734 POST RD, NK, 1-65 GAL SECURITY CONTAINER, ONE TIME PER MONTH				

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	7. JOHNSTON WELFARE, 1514 ATWOOD AVE, JOHNSTON, 1-35 GAL SECURITY CONTAINER, ONE TIME PER MONTH 8. FORAND BLDG(1ST FL), 600 NEW LONDON AVE, CRANSTON, 1-90 GAL SECURITY CONTAINER, ONE TIME PER MONTH 9. FORAND BLDG(2ND FL), 600 NEW LONDON AVE, CRANSTON, 3-90 GAL SECURITY CONTAINER, ONE TIME PER MONTH 10. FORAND BLDG(3RD FL), 600 NEW LONDON AVE, CRANSTON, 4-90 GAL SECURITY CONTAINER, ONE TIME PER MONTH 11. BENJAMIN RUSH BLDG, 55 HOWARD AVENUE, CRANSTON, 1-90 GAL SECURITY CONTAINER, ONE TIME PER MONTH (OFF-SITE) 12. LOUIS PASTEUR BLDG, 57 HOWARD AVENUE, CRANSTON, 1-90 GAL SECURITY CONTAINER, ONE TIME PER MONTH (OFF-SITE) NOTE: SIZE CONTAINERS AT THE ABOVE LOCATIONS MAY CHANGE BASED ON THEIR NEEDS DURING THE TERM OF THIS AGREEMENT. DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				TOTAL:	

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